

GOVERNMENT RELATIONS COORDINATOR

DISTINGUISHING FEATURES

The fundamental reason the Government Relations Coordinator exists is to assist in the coordination, development and implementation of the Intergovernmental Relations Program. This classification is not supervisory. Work is performed under general supervision by the Government Relations Director.

ESSENTIAL FUNCTIONS

Develops legislative programs and City positions on proposed laws. Assists in presenting programs to City Manager and City Council for approval and direction.

Implements legislative programs by preparing and delivering testimony at committee hearings and briefing political officials on City position. Monitors proposed legislation, and prepares periodic status reports on legislative programs.

Reviews and researches proposed federal and state legislation on City ordinances and operations. Routes proposed federal legislation to City departments for input.

Works with Assistant to the City Manager in briefing City Manager and City Council members on issues before the League of Arizona City and Towns and the Maricopa Association of Governments.

Performs special research assignments as directed.

Acts as staff liaison to Mayor's Committee on Employment of the People with Disabilities.

Provides staff support for Neighborhood Beautification Awards Committee.

Undertakes detailed systems development and program evaluation studies. Develops solutions to complex administrative problems.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

The principles and practices of public administration and governmental organization and methods of intergovernmental relations.

Federal and state legislative functions, federal and state programs relating to municipal administration.

Ability to:

Interpret federal, state and City ordinances, rules and regulations and makes rational decisions in accordance with established policy.

Make oral and written presentations of administrative problems with clearly organized thoughts using proper sentence construction, grammar, and punctuation.

Establish and maintain effective working relationships with political officials, City officials, co-workers, other professionals and the general public.

Operate a variety of standard office equipment, including a personal computer, which require continuous and repetitive eye and arm or hand movement.

Organize and analyze a variety of information.

Maintain regular and consistent attendance and punctuality.

Education & Experience

Any combination of training, education or experience equivalent to a Bachelor's Degree from an accredited college or university in Public or Business Administration, Political Science or a related field, and two years of recent Intergovernmental Relations or related experience.

FLSA Status: Exempt

HR Ordinance Status: Unclassified